

PUBLIC WORKS ADMINISTRATIVE MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To develop, plan and implement goals and objectives for the division that align with the department's goals and objective; to recommend and administer department wide policies and procedures; to coordinate assigned activities; to provide highly responsible and complex administrative assistance and serve a technical advisor to the Public Works Director related to the assigned areas.

Supervision Received and Exercised:

Receives general direction from the Public Works Director.

Exercises direct supervision over professional, paraprofessional, technical and/or administrative staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Work closely with Public Works Director to provide strong, visionary, and innovative management and leadership for the Public Works Department in accordance with the City's Mission and Values;
- Advise and assist with departmental succession planning efforts;
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogues with all employees on a regular basis;

CITY OF TEMPE

Public Works Administrative Manager (continued)

- Provide leadership to employees in team building, responsible decision-making and problem solving;
- Facilitate and coordinate department initiatives;
- Participate and work closely with the Public Works Director and Deputy Public Works
 Directors in all reorganizations as part of organizational development coordination
 and budgetary guidelines;
- Assist and advise the Public Works Director on various management issues; assist in the development, planning and implementation of goals and objectives; recommend and develop department policies and procedures;
- Explain and interpret departmental activities, programs and procedures;
- Represent the Department on various taskforce projects, boards and committees;
- Respond to and resolve a variety of requests and complaints for employees, other municipalities and the general public;
- Direct or provide answers to questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints;
- Research and present surveys and reports and other necessary correspondence to the Public Works Director on a variety of business management and leadership processes;
- Supervise and perform extensive research for special projects; collect information on operational and administrative challenges; synthesize information and make recommendations on policy issues; present issues to the Public Works Director and Deputy Public Works Directors;
- Participate in professional development activities to stay apprised of new management issues, practices and industry issues;
- Perform related duties as assigned.

When assigned to the Administration area:

 Provide oversight to the Skill Based Pay Program, assist employees with understanding the program, provide training; troubleshoot problems; recommend and develop changes to the Program; respond to SBP surveys and requests from external sources;

CITY OF TEMPE

Public Works Administrative Manager (continued)

- Provide department oversight, direction, and information to deputy directors, , managers, supervisors, and employees pertaining to recruitment and selection; compensation/classifications and employee relations;
- Work with Human Resources on interpreting, applying, and/or suggesting changes to related policies and procedures;
- Investigate complaints and recommend corrective action to resolve issues;
- Provide department orientation to new employees in conjunction with department director, deputy directors, managers and/or supervisors;
- Provide guidance and assistance to supervisors on Performance Improvement Plans (PIP's), employee disciplinary issues, coaching/mentoring, and mediation; monitor, track, coordinate, recommend and conduct fact-finding investigations regarding allegations of violations as necessary, in conjunction with Human Resources, City Attorney's Office and Diversity Office as appropriate;
- Assist department managers, supervisors and employees with interpreting personnel policies and procedures, human resources guidelines, and MOU agreements; to ensure departmental connectivity and consistency;
- Act as primary point of contact for the department for complex personnel issues; investigate work-related employee complaints and concerns; gather information and documentation relating to investigations; coordinate and provide guidance to the Public Works Director on corrective/disciplinary actions within the department;
- Provide department oversight of annual operating and capital budget preparation and administration;

When assigned to the Finance area:

- Act as liaison between the Public Works and the Financial Services Departments on budget-related issues;
- Assist with preparing financial analysis to council committees, management and policymakers;
- Advise management and business operations on budget impacts, policies, and procedures and assist them in the maintenance of proper budgetary controls;
- Provide oversight of department business plan and asset management plan;
- Assist business operations with researching and establishing benchmarks, best practices, and peer comparisons.

CITY OF TEMPE

Public Works Administrative Manager (continued)

Minimum Qualifications:

Experience:

Four years of responsible professional administrative or program management experience

in a public agency, including two years of supervisory responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or related to the core

functions of this position. A Master's degree is preferred.

Licenses/Certifications:

When assigned to the Administration area:

Possession of, or required to obtain within six months of hire, Certificate of Mediation

Skills Training from the American Arbitration Association or equivalent.

Examples of Physical and/or Mental Activities:

Operate city vehicles

Work in a stationary position for considerable periods of time

Work alone for extended periods of time

Operate computers, calculators and other office machines using repetitive

hand/eye movement

Considerable reading and close vision work

May require working extended hours

Competencies:

(Pending)

Job Code: 382

Status: Exempt / Classified

Effective July 2005 Revised November 2006 - job title and job duties Page 4 of 4